

U.S. Air Force Fact Sheet

RAP HANDBOOK FOR PERMANENT PARTY MEMBERS

Introduction

This handbook describes the policies and procedures for the Recruiter Assistance Program (RAP) and is designed to familiarize you with the program. The information in this handbook is intended to provide you essential, but not all inclusive, information on RAP. On page 2 is a "Normal Sequence of Events" that depicts how the program should usually work. Page 3 summarizes RAP responsibilities of the primary offices involved in the program.

RAP is designed to allow Air Force members to work with Non-prior Service (NPS) and Officer Training School (OTS) recruiters by returning to their hometowns or area of leave and providing personal testimonials, assisting in obtaining school lists, participating in COIs/DEP Commander's Calls, and performing other recruiting related-tasks. Authority for this program is contained in AFI 36-3003.

RAP is not intended to be a "free" leave program.

While performing RAP duties, participants are in a "non-chargeable leave" status. They receive no payment for per diem or travel expenses. Up to 12 days of non-chargeable leave may be authorized; this will normally run from Monday to Friday of the following week, and include one weekend.

RAP is very beneficial to our recruiters; past recruiter feedback has been very supportive of the program. This handbook provides the majority of instructions and guidance needed to successfully execute the program. If you need additional guidance, or have any comments about the program, please contact AFRS/RSOPA, at DSN 665-0369 or commercial (210) 565-0369.

a. Normal Sequence of Events

- All Air Force permanent party members officers and enlisted must obtain prior approval from your Unit Commander to receive non-chargeable leave status.
- Applicant should visit the AF Recruiting Service website at www.rs.af.mil. A quick reference sheet can be obtained from the website. All applicable forms and handbook will be made available at the website location. The recruiter locator allows the applicant to determine the nearest recruiting office in the leave area. Once the recruiter has been identified, complete the application AFRS IMT 1327. The website provides a list of all the Air Force Recruiting Squadrons RAP monitors with e-mail addresses and fax numbers along with a map of the United States showing all the Air Force Recruiting Squadron locations. Please do not call the recruiter; email the Recruiting Squadron RAP monitors the completed AFRS IMT 1327.
- The Recruiting Squadron RAP monitor will review the application along with the availability for requested RAP dates, contact the recruiter for a recommendation of approval or disapproval base on their schedules, upcoming events, projected leave, etc. Recruiters should generally recommend approval unless they will be unavailable during the time the applicant will be in the area. On the recommendation of the recruiter, the Recruiting Squadron Commander/RAP monitor will approve or disapprove the application. The Recruiting Squadron Commander/RAP monitor may approve the request for different dates than those requested as necessary to fit the recruiter's schedule but must not approve for more than the number of days requested. The applicant will be notified with in 7 workdays of approval status.
- If approved, the applicant will receive the completed AFRS IMT 1327. The AFRS IMT 1327 is only an application, not a confirmation of RAP duty. The source document for approving non-chargeable leave status is the recruiting squadron commander's verification letter. A signed fax copy will be sent to the applicant's squadron representative appearing on the AFRS IMT 1327. All days annotated by the recruiting squadron commander as performing RAP will be counted as non-chargeable leave up to the 12 days maximum.

- Member must file a letter of verification signed by the Recruiting Squadron Commander with part III of leave form (AF Form 988) in order not to be charged leave for this period. Annotate in Block 8 remarks section to read *"AFI 36-3003; para 14.10, non-chargeable leave for dates of participation in the Recruiter Assistance Program; should be printed in the remarks section."*
- The recruiter should begin planning RAP activities before the participant's arrival. Some suggested activities are listed on page 8-9. The participant should call the recruiter immediately upon arrival in the area. The recruiter will verify the participation dates, specify when and where to report, and describe the planned activities.
- Shortly before RAP duty is completed, the recruiter will notify the squadron RAP monitor and verify the correct dates of non-chargeable leave. The Squadron RAP monitor will then fax a letter signed by the Recruiting Squadron Commander back to the recruiter certifying performance of RAP duty. The participant must file this letter with part III of leave form (AF Form 988) when they return to their duty section in order to avoid being charged leave for these days.
- After the participant departs, the recruiter will complete a RAP after-action report evaluating the effectiveness of the participant's duty performed. The report is sent to the Recruiting Squadron Rap monitor.

b. Fact Sheet for Permanent Party Members

- The purpose of the Recruiter Assistance Program (RAP) is to permit Air Force members to work with recruiters by returning to their hometown and providing personal testimonials, assisting in school visits, and performing other recruiting-related tasks. Participation in the program is entirely voluntary.
- As a participant in the program, you will be granted up to 12 days of non-chargeable leave. "Non-chargeable leave" means that you will be in a leave status, but these days will not be counted against your leave balance. Normally, only one weekend may be included in the non-chargeable leave period.
- All Air Force permanent party members officers and enlisted may participate in this program, however you must obtain prior approval from your Unit Commander to receive non-chargeable leave status (AF FM 988).
- You should expect to perform a full workday of recruiting duties during each duty day of non-chargeable leave. The specific hours worked and duties to be performed will be determined by your recruiter and may include some evening and/or weekend duty. You will be expected to display a professional military appearance, positive and enthusiastic attitude, and exemplary personal conduct at all times. You will wear uniforms during RAP duty.
- You will not call the recruiter collect. Recruiters are not authorized to accept collect calls from active duty individuals. With your unit's approval, official calls may be made using their telephone. Personal calls must be made at your own expense.
- Your application may be disapproved; the Recruiting Squadron RAP monitor will evaluate your request based on recruiter's need for assistance during the time period of your request. You may be approved for less than the full twelve days, and for a time period different from what you requested, due to requirements and scheduling constraints of your recruiter.
- Regardless of the originally approved schedule, the Recruiting Squadron Commander/RAP monitor may terminate your participation at any time if performance standards are not met, or if continuation in the program is determined not to benefit the Air Force. Should this happen, you will return to chargeable leave status and must report to your duty station before your authorized chargeable leave expires.
- You will not be compensated for participating in the RAP beyond your normal pay and benefits. Specifically, you will not be reimbursed for meals, lodging, travel or other expenses.
- You will submit the application to the Squadron RAP monitor via e-mail/fax 4 weeks prior to desired leave time. The Recruiting Squadron RAP monitor will consult with the recruiter, approve or deny your request, and return the application to you via e-mail/fax within 7 duty days. You must have an approved application to participate in the program.
- If your projected leave date changes and the approved date cannot be met, you must inform the

Recruiting Squadron RAP monitor.

- If approved, you should contact your recruiter immediately when you arrive in the area on leave. The recruiter will verify your dates of participation and specify when and where to report for duty and describe the types of activities planned for you.
- You are not authorized to operate the Government Owned Vehicles (GOV) assigned to the recruiter.
- When you complete recruiter assistance duty, your recruiter will provide you with a letter signed by the Recruiting Squadron Commander verifying RAP participation. You must file this letter with your part III of your leave form (AF Form 988) to avoid being charged leave for your RAP participation.

c. Description of Responsibilities

Applicant

- Agrees to RAP participation requirements by submitting the AFRS IMT 1327.
- Must obtain their Squadron Commander's approval to participate in RAP and receive non-chargeable leave status.
- Locates recruiter they will be assisting, the Recruiting Squadron and appropriate RAP monitor on website.
- Submits application to the Recruiting RAP monitor via e-mail/fax 4 weeks prior to desired time of leave.
- Notifies Recruiting Squadron RAP monitor if leave date changes affects RAP dates.
- Performs RAP duties in a satisfactory manner as determined by recruiter.
- Files verification letter with part III of leave form (AF Form 988) when returns to duty section. Recruiter. Annotate in Block 8 remarks section to read *"AFI 36-3003; para 14.10, non-chargeable leave for dates of participation in the Recruiter Assistance Program; should be printed in the remarks section"*
- Reviews the RAP application and forwards the application with recommendations of approval or disapproval to the Recruiting Squadron RAP monitor within 3 workdays.
- Plans and supervises RAP activities; makes sure all activities are appropriate.
- Informs Recruiting Squadron Commander if participant fails to perform assigned duties.
- Informs squadron when RAP duty is nearing completion; obtains verification letter.
- Completes RAP after-action report on each participant and sends it to the squadron RAP monitor.

Flight Chief

- Provides and annotates safety briefing to all participants in their flight.
- Ensures participants are not permitted to operate GOVs.
- Ensures the recruiter gainfully employs the RAP participant.
- Recruiting Squadron Commander/Operations officer/RAP monitor.
- Ensures all recruiters and flight chiefs are informed about RAP and their responsibilities.
- Ensures participants are performing appropriate, recruiting-related duties.
- Terminates RAP participation as required for non performance.
- Signs letter verifying RAP participation and ensures it is sent to participant.
- Ensures recruiters submit RAP after-action reports for all RAP participants.
- Ensures monthly RAP participation report is faxed to AFRS/RSOPB by the 10th of each month.

Headquarters AF Recruiting Service

- Sets policy and administers the program.
- Maintains and updates this handbook, guidelines, and other RAP materials.
- Answers policy and procedural questions from field units and other offices.
- Coordinates RAP procedures and requirements with offices outside AFRS.
- Updates the AF Recruiting Services website, www.rs.af.mil.

OPR Contact:

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